Subject: Request to Attend PRIMR25/SBER25 in Baltimore, MD

Dear [Supervisor's Name],

I’m writing to request approval to attend the [2025 PRIM&R Annual Conference](https://primr25-sber25.eventscribe.net/) (PRIMR25) along with the [[Social Behavioral Educational Research Conference](https://primr25-sber25.eventscribe.net/aaStatic.asp?SFP=TU5QSlRHQ0NAMjE4MTI) (SBER25) or pre-conference workshops], taking place **November 6–8, 2025** in Baltimore, Maryland.

This conference offers a timely and valuable opportunity to gain in-depth insight into the **rapidly evolving federal regulatory environment.** PRIMR25 convenes **accrediting bodies** (AAALAC and AAHRPP), **federal agencies**, and **leading experts** in research ethics and oversight. Participating will help ensure our institution remains current with best practices and emerging expectations, compliant with rapidly changing regulations, and upholds the highest standards of ethical and compliant research oversight.

**Key Benefits:**

* **Regulatory Insight:** Sessions are led by individuals actively involved in interpreting and implementing current and upcoming federal regulations—providing essential guidance to support institutional compliance.
* [**Relevant Content:**](https://primr25-sber25.eventscribe.net/aaStatic.asp?SFP=TlVLSEdOVERAMjA4NDQ)Tracks focus on **human subjects protections, animal care and use,** and **institutional leadership**, directly aligning with our core responsibilities.
* **Professional Networking:** Over 3,000 attendees from across the research ethics and compliance community offer an unparalleled chance to connect, learn, and problem-solve with peers.
* **Continuing Education:** Attendance provides opportunities to earn **CE credits** and **CIP®/CPIA® recertification credits** to maintain my certification and contribute to my professional development.
* **Extended Learning Access:** Registration includes 90-day access to all session materials, recorded content, poster abstracts, and supporting resources for review and reference.

**Estimated Costs:**

* [Registration](https://primr25-sber25.eventscribe.net/aaStatic.asp?SFP=SFFVSE5OVU5AMjE0ODc) (PRIMR25 + [SBER25 or pre-conference workshops]: [Insert price according to registration type] *(Note: Early bird registration discounts end* ***July 15, 2025****)*
* Travel, lodging, and meals: [Insert estimate]
* **Total Estimated Cost**: [Insert total]

It is essential, more than ever, to keep pace with federal regulations and best practices in their implementation. I am confident the insights gained will be immediately applicable and beneficial. I will also share key takeaways with our staff after the event.

Thank you for considering my request.

Best regards,

[Your Name]